



## JOB DESCRIPTION

Title: **COURT CLERK I**

Department: Courts

Class Code: 6110

FLSA Status: Non-Exempt

Effective Date: November 1998 (Rev. 02/2017)

Grade Number: 10

### GENERAL PURPOSE

Under general supervision of the Court Administrator, performs entry level support operations for the Court relating to the preparation and processing of court cases.

**EXAMPLE OF DUTIES** (Any one position may not include all of the duties listed, nor do the listed examples include all duties which may be found in positions of this class.)

- \*-- Greets the public at counter, answers inquiries and addresses problems; fills out forms, answers telephone calls from the public, other law enforcement agencies, defendants, and attorneys; answers questions requiring judgment and knowledge of court policies, procedures and laws.
- \*-- Arranges prisoner transportation to and from court; sets bail if ordered by the court.
- \*-- Files citations and informations and calendars court dates if necessary; notifies interested and concerned parties regarding court dates, fines, fees, etc.
- \*-- Prepares, assembles and establishes case files; prepares and routes notices according to required procedures.
- \*-- Issues and recalls bench warrants in accordance with established procedures, prepares commitment and release orders; processes appeals and expungements; files complaints, small claims affidavits, informations, pleadings, defaults, motions, summons, subpoenas, minute findings, judgments, and other orders made by the court. Assists in maintaining tracking reports.
- \*-- Prepares and maintains various court records, files, and indexes; enters and retrieves data through automated court information systems; may type judges' correspondence.
- \*-- Receives and receipts money; balances cash drawer; posts transactions to appropriate accounts; disburses monies according to established procedures.

- \*-- Trains in and is able to perform a variety of in-court duties: takes minutes of court proceedings; prepares accurate minute entries which include the rulings of the court; opens and closes court as required; administers oaths to witnesses and jurors; receives, marks, and stores exhibits and evidence.
- \*-- Performs follow-up work subsequent to court sessions; issues judicial orders; posts information generated during court sessions to case files; prepares and routes certified copies.
- \*-- Trains in and is able to perform all duties as the Traffic Clerk.
- \*-- Trains in and is able to perform all duties of small claims or speciality clerk including handling all matters associated with the filing and disposition of small claims or speciality cases filed with the court.
- Performs other related duties as assigned.

## **MINIMUM QUALIFICATIONS**

### Education and Experience

- High School graduation plus two (2) years of related secretarial/clerical experience, or any equivalent combination of education or experience.
- Preference given to those with experience in the use of word processing.

### Special Requirements

- Must be bondable

### Necessary Knowledge, Skills and Abilities

- Knowledge of: court practices and procedures, including most functional specialties existing in the operation; legal terminology and concepts; case flow management techniques.
- Ability to: communicate effectively, verbally and in writing; establish and maintain effective working relationships with employees, representatives of allied agencies, and the public; prioritize tasks; evaluate own work product; evaluate effectiveness of operational procedures.

## **TOOLS & EQUIPMENT USED**

- Personal computer, including word processing and database software and CORIS; phone; fax and copy machine.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit, walk and talk or hear. The employee is occasionally required to use hands to finger, handle, feel objects, tools, or controls; and reach with hands and arms.
- The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed primarily in an office setting. The noise level in the work environment is usually moderate.

DEPT/DIVISION APPROVED BY: \_\_\_\_\_ DATE:\_\_\_\_\_

EMPLOYEE'S SIGNATURE: \_\_\_\_\_ DATE:\_\_\_\_\_

H. R. DEPT. APPROVED BY: \_\_\_\_\_ DATE:\_\_\_\_\_

\*Essential functions of the job.